

[NAME OF ENGINEERING OR ARCHITECTURE FIRM]

Address & contact information of engineering or architecture firm

[Street]

[City, State, Zip]

[Phone #]

[Email Address]

[Date]

Condominium Review Board

City of Somerville

Somerville, MA 02143

RE: [Address of property]

Board Members:

[Message to condominium review board including date of and information on inspection of property with architect or engineer's assessment of present conditions of all structural components and major mechanical systems of the building and also including the approximate dates of construction, installation, major repairs and the expected useful life of each such item.]

EXAMPLE Structural Component or Major Mechanical System Items – approximate construction, repair, or installation date:	Life Expectancy
Roof – XXXX year of construction	XX years
Siding – XXXX year of major repair	XX years
Electrical System – XXXX year of installation	XX years
Plumbing System – XXXX year of major repair	XX years
Hot Water Heaters (2) – XXXX year of installation	XX years
Heating System – XXXX year of installation	XX years
Windows – XXXX year of installation	XX years

If you have any questions please feel free to call this office.

Sincerely,

[Signature of licensed architect or engineer] [Stamp of licensed architect or engineer]

[Typed name of licensed architect or engineer]